



SAINTGITS
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SAINTGITS COLLEGE OF APPLIED SCIENCES

VALUE ADDED COURSE 2017-'18

BEC

Business English Certificate



**Cambridge Assessment
English**



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ABOUT THE COURSE

This programme is designed to give intense coaching for students to attend the exam conducted to attain certificate in business English. This high-quality international English language exam is developed by Cambridge English Language Assessment – a not-for-profit department of the University of Cambridge. BEC Exam is conducted at three levels- Higher, Vantage and Preliminary. We offer training for Vantage and Preliminary.

Cambridge English: Business Vantage – CEFR Level B2 (IELTS band scores 5.5–6.5) an upper-intermediate level of English.

Cambridge English: Business Preliminary – CEFR Level B1 (IELTS band scores 4.0–5.0) A level of English for practical everyday use in an international business environment

OBJECTIVES

- Boost your employability
- Excel in business-related studies
- Improve language skills(reading, writing, listening and speaking)
- Communicate successfully at workplace

EXPECTED OUTCOMES

- Communicate effectively in various forms business contexts
- Attain a certificate in business English

FEATURES

- Training during class hours
- Study materials
- Individual attention to students
- Sample tests conducted on regular basis
- Saintgits is an approved test centre for BEC-Vantage & Preliminary

DURATION

30 hours



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**THIS QUALIFICATION SHOWS
THAT YOU CAN USE **ENGLISH**
CONFIDENTLY AND EFFECTIVELY
IN A BUSINESS CONTEXT
MOREOVER IT HELPS STUDENTS
**PREPARING FOR BUSINESS
COURSE****



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SYLLABUS

Business English Certificate exam is taken at two levels- Preliminary and Vantage. The exam is conducted to assess the skills- reading, writing, listening and speaking. The course is designed in such a way that it includes exercises and activities to improve these skills.



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BEC PRELIMINARY

- Read short messages
- Analyse charts and graphs
- Write e-mails and memos
- Follow short telephone conversations and discussions
- Talk about business related matters.

BEC VANTAGE

- Write short pieces of business correspondence like memos, messages, e-mails, reports or proposal
- Read extracts from business publications, form-filling and note completion task
- Listen to, understand and contribute to discussions in meetings.
Activities include one to one interview and a short talk on business topics and group discussion.

EXAMINATION AGENCY

SCAS has collaborated with People English to conduct BEC exam. People English is the English language education and training arm of People Care and was formed to address the skill gaps in Business and Social communication by offering customised training programs and assessments to individuals, students and corporate. People English is an authorised examination centre of Cambridge English. They have delivered Cambridge English certifications successfully for several educational institutions since January 2012.

Contact Information

People English

79, 100 ft. Ring Road, 3rd stage, Banashankari Bangalore 560 085 India

HARI KRISHNAN

DIRECTOR & CO-FOUNDER

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ADVANTAGES

- This certificate is recognised globally by top multinational corporations, education institutions and business schools.
- Accepted for all categories of UK visa application, including Tier 2 and Tier 4 covering work and study

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SYLLABUS

BEC Preliminary

Module I- Reading

Understanding - Notice, message, graphs, charts, tables, longer texts (advertisements, business letters, reports, magazine article, newspaper, leaflet etc.), short memos, timetables

Module II- Writing

Arranging appointments, asking for permission, giving instructions, apologizing and offering compensation, making or altering reservations, dealing with requests, giving information about a product

Module III- Listening

Short conversations/ monologues, short telephone conversation / prompted monologue, interview/ conversation /discussion between 2 or 3 speakers

Module IV- Speaking

General interaction and social language, mini presentation on a business theme, expressing opinions, agreeing and disagreeing



BEC Vantage

Module I- Reading

Scanning shorter information text, single texts with sentence level gaps, identification of additional unnecessary words in text, proofreading, single informational text with lexical gaps

Module II- Writing

Giving instructions, explaining a development, asking for comments, requesting information, agreeing to requests, correspondence (explaining , apologizing, reassuring, complaining), report(describing, summarizing), proposal(describing, summarizing, recommending, persuading)

Module III- Listening

Telephone conversations or messages, short monologue, extended conversation or monologue; interview, discussion, presentation, etc.

Module IV- Speaking

Giving personal information, talking about present circumstances, past experiences and future plans, expressing opinions, speculating, mini presentation on a business theme, justifying opinions, comparing and contrasting ,agreeing and disagreeing



STUDENTS ATTENDANCE

Signature of the lecturer incharge

STUDENTS ATTENDANCE

*TA - Total Absent

STUDENTS ATTENDANCE

Roll No	Month	3	3	3	3	3	3	3	3	3	3	4	4
	Date	1	1	2	8	8	15	15	15	22	22	26	6
	Hour	1	3	1	1	3	1	3	1	1	3	1	2
1	X	A	X	X	X	X	X	X	X	X	X	X	X
2	X	X	X	X	X	X	X	X	X	X	X	X	X
3	X	X	A	X	X	X	X	X	X	X	X	X	X
4	X	X	X	X	X	A	A	X	X	X	X	X	X
5	X	X	X	X	X	X	X	X	X	X	X	X	X
6	A	A	X	X	X	X	X	X	X	X	X	X	X
7	X	X	X	X	X	X	X	X	X	X	X	X	X
8	X	X	X	X	X	X	X	X	X	X	X	X	X
9	X	A	X	X	X	X	X	X	X	X	X	X	X
10	X	X	X	X	X	X	X	X	X	X	X	X	X
11	X	X	X	X	X	X	X	X	X	X	X	X	X
12	X	X	X	X	X	X	X	X	X	X	X	X	X
13	X	A	X	X	X	X	X	A	A	X	X	X	X
14	X	A	X	X	X	X	X	X	X	X	X	X	X
15	X	X	A	X	X	X	X	X	X	X	X	X	X
16	X	X	A	X	X	X	X	X	X	X	A	A	X
17	X	X	X	X	X	X	X	X	A	A	X	X	X
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22	X	X	X	X	X	X	X	X	X	X	X	X	X
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25	X	X	X	X	X	A	A	X	X	X	X	X	X
26	X	X	A	X	X	X	X	X	X	X	X	X	X
27	A	A	X	X	X	A	X	X	X	X	X	X	X
28	X	X	X	X	X	A	A	A	X	X	X	X	X
29	A	A	X	X	X	A	A	X	X	X	A	A	X
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STUDENTS ATTENDANCE

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STUDENTS ATTENDANCE

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STUDENTS ATTENDANCE

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STUDENTS ATTENDANCE



STUDENTS ATTENDANCE

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STUDENTS ATTENDANCE

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X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
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X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
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X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
X	X	X	X	X	X	X	X	X	X	X	X	X	X																	

STUDENTS ATTENDANCE

Roll No		Month	7	7	7	7	7	7	7	7	8	8	8	8	8	8	8
		Date	4	4	15	15	19	19	26	26	2	2	5	5	9	9	19
		Hour	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2
1.	Adarsh Bijoy	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2.	Alain Abraham Saju	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3.	Abash John Mathew	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4.	Akhila Arun Kumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5.	Alina Rachel Achonkuriju	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6.	Alina Ray ✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.	Alain Antony Belzella	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8.	Amal Suresh Kumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9.	Amos Thajudeen	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10.	Aneena Maria Abraham	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11.	Aneena Stanley	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12.	Arun Alex Umman	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13.	Ashwin Mathew Abraham	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14.	Athul J. Peethambesan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15.	Blessy S.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16.	Danies Alex K ✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17.	Deepak B. John	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18.	Diffna Elsa George ✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19.	Fardan Bin Young	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20.	Finu Ruth Thomas ✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21.	Finny Varghese	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22.	Flisy Mary Philip	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23.	Gobul Gopakumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24.	Gono Joseph	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25.	Jasmin John	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26.	Jewel Shine	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27.	Jiya Mariam Mathew	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28.	Job Malayil Reji	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29.	Joel C. Samuel	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30.	Tuleah Ann Mathew	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Name of the Faculty & Signature		S	S	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Anji Ann Abraham		B	B	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Athira S. Kumare				A	A	A	A	A	A	A	A	A	A	A	A	A	A

STUDENTS ATTENDANCE

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STUDENTS ATTENDANCE

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STUDENTS ATTENDANCE

Roll No		Month	7	7	7	7	7	7	7	7	8	8	8	8	8	8	8
		Date	4	4	15	15	19	19	26	26	2	2	5	5	9	9	19
		Hour	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2
* 31	Kajal Kishor ✓		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
* 32	Kesica Ann Cherian ✓		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
33	Kesica P. Vinay		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
34	Kenneth K Zachariah ✓		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
* 35	Kezha Mariam Saji ✓		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
36	Liya Susan Jacob ✓		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
* 37	Megha Ann Varghese ✓		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
38	Muhammed Aimal		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
39	Muhammed Graiz N.		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
40	Neethu Mariam George ✓		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
41	Prisha Rachel Varghese		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
42	Rohin Kuvuvilla Keshy ✓		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
43	Santhi Sivanandan		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
44	Shilvin Mathew ✓		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
45	Shravya Suringy		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
46	Shylu Mariyam Thomas		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
47	Sirshi P. Suringy ✓		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
48	Sneha Idara Rajju ✓		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
49	Susan Sunu Kurian		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
50	Sandesh Biju ✓		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
51	Bilal Muhammed (B.A)		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
52	Terish George Varghese		a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
53	Rohith Rajan Varghese (B)		a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
54	Tony Saji ✓ (B)		a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
55	Abhiram M.H (A)		a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
56	John C. Joseph (A)		a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
57	Ajith Ajith (A)		a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
58	Sneha Sunil ✓ (B)																
59	Karthick A. Kumar																
60	Milan Mancy ✓ (B)																
61	Name of the Faculty & Signature	S	S	A	A	A	A	A	A	A	A	A	A	A	A	A	A
		B	B	A	S	A	S	A	S	A	S	A	S	A	S	A	A
				A	K	A	K	A	K	A	K	A	K	A	K	A	A
	Anjin Ann Abraham																
	Alhura S. Kumar																

Signature of the lecturer incharge

Sangeeth S

STUDENTS ATTENDANCE

STUDENT NAME: _____																									TA			
8	8	8	8	8	9	9	9	9	9	9	9	10	10	10	10	10	10	10	10	11	11	11	12	12	12			
19	23	23	30	30	13	13	16	16	20	20	27	27	40	10	7	7	11	11	21	21	25	25	8	8	29	29	6	13
3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	4	
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	2	
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	1	
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	2	
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	1	
a	a	x	x	x	a	a	a	a	x	x	x	x	x	a	a	x	x	x	x	x	x	x	a	a	a	a	x	12
a	x	x	a	a	a	a	a	a	x	x	x	x	a	a	a	a	x	a	a	a	a	a	a	a	a	a	x	11
x	x	x	x	x	x	x	x	x	x	a	a	x	x	x	x	a	a	x	x	x	x	a	a	x	x	x	x	6
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	2	
x	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	a	a	a	a	x	x	x	x	x	x	x	x	8
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	0	
x	x	x	a	a	x	x	x	x	x	x	x	x	x	a	a	x	x	x	a	a	x	x	x	x	x	x	x	9
a	x	x	x	a	a	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	8
a	x	x	x	x	x	x	x	x	x	a	a	x	x	a	x	x	a	a	x	x	x	a	a	a	a	a	x	14
x	a	a	x	x	x	x	x	x	x	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	4
x	x	x	x	x	x	x	x	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	3
a	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	4
x	a	a	a	a	x	x	x	x	x	x	x	x	x	x	x	a	a	x	x	x	x	x	x	x	x	x	x	6
x	x	x	a	a	x	x	a	a	x	x	a	a	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	8
x	x	x	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	6
x	x	x	x	x	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	14
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	15
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	16
a	x	x	x	x	x	x	x	x	x	a	a	x	x	x	x	x	x	x	x	x	a	a	x	x	x	x	x	21
a	x	x	x	x	a	a	x	x	x	a	a	x	x	x	x	x	x	x	x	x	a	a	x	x	x	x	x	22
			x	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x	a	x	a	a	x	x	x	x	23
			x	x	x	x	a	a	a	x	x	a	a	a	a	x	x	x	a	a	a	x	a	a	a	a	a	34
			x	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	a	x	x	x	x	x	x	x	x	21
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	34
S	A	S	A	S	A	S	A	S	A	S	A	S	A	S	A	S	A	S	A	S	A	S	A	S	A	S	A	
K	A	K	A	K	A	K	A	K	A	K	A	K	A	K	A	K	A	K	A	K	A	K	A	K	A	K	A	
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	

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*TA - Total Absent

STUDENTS ATTENDANCE

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STUDENTS ATTENDANCE

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SYLLABUS

BEC Preliminary

Module I- Reading

Understanding - Notice, message, graphs, charts, tables, longer texts (advertisements, business letters, reports, magazine article, newspaper, leaflet etc.), short memos, timetables

Module II- Writing

Arranging appointments, asking for permission, giving instructions, apologizing and offering compensation, making or altering reservations, dealing with requests, giving information about a product

Module III- Listening

Short conversations/ monologues, short telephone conversation / prompted monologue, interview/ conversation /discussion between 2 or 3 speakers

Module IV- Speaking

General interaction and social language, mini presentation on a business theme, expressing opinions, agreeing and disagreeing



BEC Vantage

Module I- Reading

Scanning shorter information text, single texts with sentence level gaps, identification of additional unnecessary words in text, proofreading, single informational text with lexical gaps

Module II- Writing

Giving instructions, explaining a development, asking for comments, requesting information, agreeing to requests, correspondence (explaining , apologizing, reassuring, complaining), report(describing, summarizing), proposal(describing, summarizing, recommending, persuading)

Module III- Listening

Telephone conversations or messages, short monologue, extended conversation or monologue; interview, discussion, presentation, etc.

Module IV- Speaking

Giving personal information, talking about present circumstances, past experiences and future plans, expressing opinions, speculating, mini presentation on a business theme, justifying opinions, comparing and contrasting ,agreeing and disagreeing

